



*\*Including (but not limited to) raw data, analysed data, working notes and publications (i.e. research materials, books, research papers, whether published or not)*

## What are our obligations under the Public Records Act 2005?

- The Public Records Act (2005) requires the University to create and maintain records and information relating to the conduct of its affairs.
- A public record is any kind of record or information created or received by the University in the conduct of its affairs. Three types of records or information are exempted and are not public records:
  - Teaching materials of staff used to deliver a lecture or other presentation.
  - Research materials generated by staff or students including (but not exclusively), raw data, working notes and publications.
  - Subsidiary companies where the University holds or controls 50% or less of the company.
- All other records and information created or received by the University are public records<sup>1</sup> under the Act and must be managed appropriately.

<sup>1</sup> Please note, the term public record does not mean that the record or information is available to the public, rather that it is a record of the University as a public office.